

CHAPTER 8**OFFICER DELAYED ENTRY PROGRAM (DEP) MANAGEMENT****SECTION 1****OVERVIEW/ADMINISTRATION**

080101. INTRODUCTION. The articles included in this chapter provide policy, procedures, and sample documents for use in managing Navy Active Duty and Individual Ready Reserve (IRR) collegiates once enlisted, and IRR officer candidates (non-collegiates) once enlisted into the IRR. Each collegiate **must** be given a copy of Chapter 9 of this manual.

a. NAVCRUITCOM will upload the collegiate's orders (with the exception of Nuclear Propulsion candidates) into OTools and forward a "next action" to the NAVCRUITDIST once the applicant's enlistment is received.

b. Nuclear Propulsion candidates will receive their collegiate orders at the Navy Reactors NUPOC Interview.

080102. MANAGEMENT OF ACTIVE DUTY COLLEGIATES

a. Purpose. To establish policy and procedures for the management of active duty officer candidates (collegiates) per MILPERSMAN 1050, OPNAVINST 6110.1, and Manual Of The Medical Department, NAVMED P-117.

b. Background. Navy active duty collegiates are individuals who have been selected and enlisted into one of the following programs:

- (1) Baccalaureate Degree Completion Program (BDCP)
- (2) Civil Engineer Corps (CEC) Exceptional Student Program (hereafter referred to as CEC Collegiate)
- (3) Nuclear Power Officer Candidate (NUPOC)
- (4) Naval Reactors Engineer (NRE)
- (5) Nuclear Power School Instructor (NPI)
- (6) Health Services Collegiate Program (HSCP)

c. These individuals are entitled to all benefits and privileges commensurate with their paygrade and are required to fulfill all obligations of this instruction and their Service Agreement, with the exception of wearing uniforms and adhering to military grooming standards.

d. Active duty collegiates are subject to the Uniform Code of Military Justice and are assigned to the NAVCRUITDIST responsible for the geographic area in which they attend college.

e. Ensure the Annual Certificate of Physical Condition (NAVMED 6120/3) is completed by the collegiate during his/her birth month and reviewed by an Authorized Medical Designated Representative (AMDR) (physician, physician's assistant, nurse practitioner, or independent duty corpsman). The OR shall document in RTOOLS and maintain a copy of the NAVMED 6120/3 in the collegiate's residual file. Any change in physical condition must be reported to N3M. Failure to disclose an illness or disease may be construed as intent to defraud the government and may be the basis for dismissal from the program.

080103. MANAGEMENT OF INDIVIDUAL READY RESERVE (IRR)
COLLEGIATES

a. Purpose. To establish policy and procedures for the management of chaplain students and guidance on all other Inactive Ready Reserve (IRR) collegiate programs.

b. Background. NAVCRUITDISTs are responsible for monitoring chaplain students to assist NAVCRUITCOM (N314) in their supervision, and ensuring all other IRR collegiates (HPSP, FAP, NCP, and MSC) are provided appropriate contact information for their NAVMED MPT&E Manager. JAG students will be handled by their appropriate community manager at PERS 416E.

c. The OR will:

(1) Upon commissioning of the IRR collegiate, notify him/her in writing that he/she is now under the official supervision of the appropriate manager listed below:

(a) For MC HPSP - 1975, DC HPSP - 1985, MSC (Optometry) - 1995, Nurse Candidate Program (NCP) - 29002, and Financial Assistant Program (FAP) - 21053 participants:

Commander
Navy Medicine Manpower, Personnel, Training and
Education Command
ATTN: Medical Department Accessions
8901 Wisconsin Avenue
Bethesda, MD 20889-5611

Email Address: OH@med.navy.mil

(b) For JAG Students:

Head, JAG Community Manager
Navy Personnel Command (PERS-4416E)
5720 Integrity Drive
Millington, TN 38055-4416

DSN: 882-4084
Commercial: (901) 874-4084

(2) Direct the IRR collegiate to immediately provide an up-to-date phone number, address and email address to the manager and to notify his/her manager of any changes in personal information while in the program.

(3) Obtain a copy of the "mother load" report from N314 prior to each school year for all medical IRR collegiate programs. Each NAVCRUITDIST is responsible for the IRR collegiates attending schools within their area of responsibility (AOR). The R-OPS will direct ORs to contact the IRR collegiates monthly (by phone, email, or in person). The R-OPS or ORs must document (on the Collegiate Contact Report NAVCRUIT 1131/39) face-to-face contact with each IRR collegiate within the NAVCRUITDIST's AOR quarterly.

(4) Without impeding the student's ability to complete required schooling/training, maximize the referral benefit from the IRR collegiate.

(5) At the manager's request, assist him/her in providing information to all IRR collegiates located within the NAVCRUITDIST's territory.

080104. CHAPLAIN STUDENT MANAGEMENT. Navy chaplain students are commissioned in the IRR and do not receive financial assistance. They are managed by the Chaplain Candidate Program Officer (CCPO), (N312).

a. The Chaplain's Program Officers will:

(1) Prior to each new school year, obtain from the Chaplain Corps PM, a written or electronic list of all chaplain students in their NAVCRUITREG's AOR. At a minimum, the list must include each participant's name, phone number, address, school attending, and anticipated program completion and/or transfer date.

(2) Ensure all chaplain students are contacted quarterly and visits are documented using the Collegiate Contact Report (CCR) (NAVCRUIT 1131/39). Requirements:

(a) One face-to-face contact with each chaplain student per quarter. When geographical separation makes it impractical for the chaplain student to meet with his/her Region chaplain, it is permissible to arrange for face-to-face contact with any military designee (Work Center Supervisor, enlisted, or officer recruiter) at the nearest NRS by coordinating with the R-OPS.

(b) All chaplain students will complete and sign a Change of Status Questionnaire (NAVCRUIT 1131/33) during each quarterly face-to-face contact. Should a change of status be indicated on the questionnaire, the chaplain student's questionnaire and the CCR will be forwarded with a Collegiate Management Report (CMR) (NAVCRUIT 1131/40) to NAVCRUITCOM (N315) and (N312) via the respective NAVCRUITREG.

(c) Review and document academic status and report any known or anticipated academic degree deficiencies to collegiate management N315 (e.g., course failure, low exam performance, incomplete thesis, or anything which would result in an unacceptable GPA or noncompliance to degree requirements per the specific program service agreement and/or school degree requirements on the part of the collegiate).

Note: Unless otherwise authorized by the respective NAVCRUITCOM Officer Program Director (N312 for chaplains), students must be enrolled full time and take traditional courses.

(3) Assist the chaplain student with:

(a) his/her preparations to execute PCS orders at the completion of his/her schooling.

(b) proceedings leading up to his/her removal from

the program.

(4) Without impeding the student's ability to complete required schooling/training, maximize the referral benefit from the chaplain student.

(5) Ensure the Annual Certificate of Physical Condition (NAVMED 6120/3) is completed annually during the chaplain student's birth month and reviewed by an AMDR. Any change in physical condition must be reported to N3M. Failure to disclose an illness or disease may be construed as intent to defraud the government and may be the basis for dismissal from the program.

080105. MANAGEMENT OF INACTIVE READY RESERVE (IRR) OFFICER CANDIDATES (NON-COLLEGIATES)(OCS/ODS)

a. Purpose. To establish policy and procedures for the management of IRR officer candidates (non-collegiates) for the period from the date applicants are enlisted into the IRR until they report to their initial training at OCS/ODS.

b. Background. Navy IRR officer candidates (non-collegiates) are individuals who have completed their college requirements and subsequently applied for and have been selected to attend OCS/ODS. These individuals usually have very little or no military experience and therefore require a thorough indoctrination into the Navy lifestyle to better prepare them for their arrival, and the subsequent training they will receive at OCS/ODS. It is imperative that the OR/OACR follow the guidelines established in this chapter to properly manage IRR officer candidates to prepare them both mentally and physically prior to reporting to OCS/ODS.

c. The OR/OACR will utilize the following timeline in order to optimize quality time with each officer candidate during the time awaiting his/her transfer to OCS/ODS:

(1) **72 Hours Indoctrination**. Schedule a face-to-face meeting with the officer candidate within 72 hours (or as soon as possible, but not to exceed 5 working days) of the date the officer candidate is enlisted into the IRR. Waivers of this criterion must be authorized in writing by the Commanding Officer or Executive Officer. The following actions must be completed during this initial meeting:

(a) Direct the officer candidate to provide an up-to-date phone number, mailing address, and email address to the

OR/OACR and notify his/her OR of any changes of personal information while in a delayed entry status. Maintain this information in the member's residual file for future reference.

(b) Provide the officer candidate with the following items:

(1) Navy OCS DVD (013-0365) (Rev 09/10) (OCS candidates only)

(2) Naval Officer Delayed Entry Program Guide to Success (013-0238) (Rev 06/10)

Note: Direct the officer candidate to complete the Personnel Qualification Standards (PQS) listed on pages 48-53 of within 45 days of receipt of the handout. OR/OACR is responsible for signing completed PQS items.

(3) Pre-OCS Physical Fitness Training Guide (013-0241) (Rev 02/10) (OCS candidates only)

(c) Provide the candidate with the following information:

(1) Navy's "Zero Tolerance" policy

(2) Have candidate view the DVD entitled "OCS - A Commitment to Excellence - Welcome to Officer Indoctrination School"

(3) Discuss information available on the Navy Knowledge Online website (NKO) at: www.nko.navy.mil/

(4) Discuss information available on the OCS website at: <http://www.ocs.navy.mil/> or the ODS website at: <http://www.netc.navy.mil/nstc/otc/ods.asp>

(5) Inform the candidate that he/she will be required to pass, at a minimum, the third class swim test at OCS/ODS. Officer candidates are strongly encouraged to practice swimming prior to shipping to OCS/ODS as all officer candidates are expected to be able to swim.

Note: Upon completion of the items listed in subparagraphs (b) and (c) above, the candidate must sign and date a NAVCRUIT Form 1131/15 acknowledging they have been provided the above documents/information. A copy of the signed NAVCRUIT Form

1131/15 must be documented in RTOOLS with the original filed in the candidate's residual file.

(d) Have applicant complete and sign an initial Change of Status Questionnaire (NAVCRUIT 1131/33). File the original in the applicant's residual file and documented in R-Tools.

(e) Build a strong rapport with the candidate and ask if he/she has any questions or concerns about any aspect of the OCS/ODS process.

(2) **Monthly (Executive Screens)**. OR/OACR is required to contact the officer candidate a minimum of once per month either by telephone or face-to-face, starting with the month following the initial 72 hour indoctrination meeting. A minimum of one face-to-face meeting is required every two months. The purpose of this meeting is to continue an ongoing dialogue between the OR and the officer candidate, determine if the candidate is still motivated about the Navy, verify the candidate's eligibility status, and discuss any other topics deemed necessary by the OR/OACR or applicant. Height/weight/BCA measurements must be completed by the Command Fitness Leader (CFL) or an Assistant Command Fitness Leader (ACFL) during face-to-face meetings. In accordance with COMNAVCRUITCOMINST 5370.1E, recruiting personnel are prohibited from taking body fat measurements on applicants of the opposite sex. Results must be documented in RTOOLS. Completion of a Change of Status Questionnaire (NAVPERS form 1131/33) is required to document the meeting. The original must be filed in the officer candidate's folder and documented in RTOOLS.

(3) **14-30 days prior to OCS/ODS ship date**. The OR/OACR will meet with the officer candidate face to face. This is the final opportunity for the OR/OACR to ensure that the officer candidate is as prepared as possible for OCS/ODS. The following items need to be discussed/conducted and annotated on a Change of Status Questionnaire:

(a) Review the contents of the Naval Officer Delayed Entry Program Guide to Success.

(b) Ensure the candidate is informed of all items he/she is authorized to take when reporting to OCS/ODS.

(c) Conduct a height/weight/BCA measurement to ensure the candidate is within physical standards in accordance

with OPNAVINST 6110.1. Candidates who do not meet these standards will be placed on hold and the NRD must notify NRC (N311) immediately to determine next action required. Under no circumstances will an officer candidate be sent to OCS/ODS if he/she does not meet minimum height/weight/BCA standards.

Note: IRR officer candidates (collegiate and non-collegiates) are not required to participate in the Physical Fitness Assessment (PFA) Program or any physical training conducted by recruiting personnel. However, should an IRR Officer candidate wish to voluntarily participate, he/she must complete a Hold Harmless Agreement and Release from Liability Certificate (NAVCRUIT 1100/27) prior to his/her Initial Fitness Assessment (IFA). The OR/OACR will retain these forms in the officer candidate's folder.

(d) Answer any last minute questions that the officer candidate might have prior to shipping to OCS/ODS. Inform the candidate that he/she can contact the OR/OACR at any time prior to shipping to OCS/ODS if he/she has any further questions or concerns. It is very important to keep the lines of communication open at all times.

(e) Inform the Officer candidate that he/she must contact the OR/OACR immediately if he/she encounters any medical, physical, personal, family, or legal problems/issues prior to reporting to OCS.

080106. DEP AUDITS. The NRD Officer DEP will be continuously monitored for effectiveness by the R-OPS/OACR. Periodic snapshot monitoring of the program will ensure the program is maintained in a high state of readiness, and will identify necessary training areas or leadership deficiencies.

a. When conducting a DEP Audit, an examination of the processes is required. Knowing where the problems lie is invaluable for resolution. Resolving the process failure(s) causing the problems is mandatory.

b. DEP Audits are to be conducted by the R-OPS/OACR whenever there is a sign of excessive losses or excessive problems in the DEP pool and when a turnover of the OR or R-OPS/OACR occurs.

c. The guidance to determine excessive loss is at the discretion of the NAVCRUITREG Commander and NRD Commanding Officer.

d. Results shall be retained for two years and forwarded to the NRD CO via the chain of command.

080107. DEP TURNOVER. A full DEP inspection of the DEP Program, including face-to-face or telephone interviews with officer candidates, shall be conducted as part of the OR/R-OPS/OACR turnover. All turnovers and audits shall be documented in RTOOLS.

080108. ATTRITION ANALYSIS The primary purpose of attrition analysis is to identify the factors that cause officer candidates to attrite, then develop a plan of action to minimize any possible future attrites.

a. The R-OPS will conduct a monthly analysis of DEP and OCS/ODS attrition, and forward results along with recommended corrective actions to the NRD CO for review and approval.

b. The NRD CO should ensure the corrective action is taken on excessive prior to ship date attrition and on abnormally high OCS/ODS attrition.

080109. ACTIVE DUTY COLLEGIATE TRANSFER. In many cases, the NAVCRUITDIST tracking the active duty collegiate may be different from the NAVCRUITDIST that recruited the collegiate (e.g., a collegiate or student may transfer to another university). In case of transfer, the following will happen:

a. The letter requesting authorization for the transfer will be uploaded into OTools by the requesting NAVCRUITDIST and forwarded via a "Next Action" to collegiate management (N315).

b. Collegiate Management (N315) will request an endorsement from the gaining NAVCRUITDIST.

c. The gaining NAVCRUITDIST will upload an endorsement to OTools within five working days of receipt of collegiate and forward a "Next Action" to collegiate management (N315).

d. When the transfer has been approved by the appropriate program director, NAVCRUITCOM will issue a transfer letter, upload into OTools, and notify both NAVCRUITDISTs.

e. The detaching NAVCRUITDIST will ensure that the member's collegiate management, service and health records are forwarded to the new NAVCRUITDIST.

080110. CHANGE IN PERSONAL/LEGAL/OTHER STATUS. If collegiates or IRR officer candidates (non-collegiates) encounter any problems/issues, including medical, physical, academic, personal, family, or legal, they are required to notify the following person immediately:

- a. IRR collegiates must notify their respective manager.
- b. Active duty collegiates must notify their NAVCRUITDIST. The NAVCRUITDIST CO will evaluate and report the circumstances to NAVCRUITCOM (N315) with recommendations to resolve the problem. Circumstances may warrant initial notification be made by phone or e-mail with follow-up in writing. NAVCRUITCOM (N315) will take action as appropriate for each case, and will liaise with the respective NAVCRUITCOM director as well as NAVCRUITCOM (00J) or (N3M) as appropriate.
- c. IRR officer candidates (non-collegiates) must notify their OR/OACR.
- d. Chaplain collegiates must notify the Chaplain Candidate Program Officer.
- e. JAG collegiates must notify PERS-4416.

080111. ORDERS

- a. Upon completion of degree requirements, active duty collegiates and superseding IRR students will be ordered to the next available ODS, OCS, or chaplain class.
- b. Upon receipt of the IRR officer candidate's (non-collegiate) Final Select Letter, the NRD is responsible for generating orders to OCS no later than 30 days prior to the assigned OCS class start date.
- c. HPSP students generally may attend ODS following the initial year of medical or dental school.
- d. All active duty collegiates will complete a duty preference sheet approximately six months prior to graduation. The NAVCRUITDIST OR will forward it to the appropriate PERS code. Commissioning documents (COMDOCs) will be requested once the actual graduation date and a current N3M letter are available. The N3M letter cannot be more than two years old at the time of commissioning or a new one must be requested via MEDWAIVE with required documentation. When the COMDOCs are

processed at PERS-802, the member is entered into the OAIS system and orders for ODS and follow-on tour can be issued.

e. For active duty collegiates (NUPOC and OCS), NAVCRUITCOM will request that the appropriate authority at Navy Personnel Command (NPC) issue orders at least four weeks prior to the class convening date.

f. For IRR collegiates, the respective managers will request that the appropriate authority at NPC issue orders at least four weeks prior to the class convening date.

(1) For medical programs, this is NAVMED MTP&E.

(2) For chaplains, this is CCPO.

(3) For JAG, this is PERS-4416.

g. For problems involving non-receipt of orders or discrepancies in the content of the orders, contact:

(1) Chaplain students contact the CCPO.

(2) HPSP/NCP/FAP students will be directed to NAVMED MPT&E.

(3) HSCP students contact detailers.

(4) JAG students contact PERS-4416.

(5) Active duty collegiates (except HSCP) contact NAVCRUITCOM (N315).

080112. REQUIREMENTS PRIOR TO COLLEGIATE / NON COLLEGIATE OFFICER CANDIDATE TRANSFER TO OCS/ODS

The OPL/OP will:

a. Ensure the collegiate/non collegiate officer candidate is in receipt of the following items prior to departing for OCS/ODS:

(1) Original orders

(2) Service record (for members going to ODS this will include a DD-214 and current appointment)

(3) Two copies of final transcript, and

(4) Proof of graduation (may be documented on transcript)

b. Mail medical and dental records to OCS or ODS via traceable mail (to protect personally identifying information), including a current physical exam (less than two years old at time of commissioning). Records should be received at the school no less than two days and no more than two weeks prior to class convening date. Mail records in batches when possible to minimize shipping costs.

c. Ensure the active duty collegiate's Physical Fitness Assessment (PFA) results are entered in the Physical Readiness Information Management System (PRIMS) per OPNAVINST 6110.1 prior to transfer. Only enter the Height/Weight/BCA portion for IRR officer candidates (collegiates and non-collegiates) as they are not required to take the PFA prior to reporting to OCS/ODS.

d. Within 30 days prior to OCS/ODS transfer, verify and document on the Collegiate Contact Report (CCR) that there are no adverse issues outstanding.

080113. URINALYSIS. This article applies to active duty (in a pay status) collegiates only. IRR collegiates (to include chaplain students) and IRR officer candidates (non-collegiates) shall not participate in the command urinalysis program.

a. Collegiates in the NUPOC, CEC Collegiate, BDCP, and HSCP programs are active duty members of the command population pool and will participate in the Command Urinalysis Program.

b. Collegiates will receive a briefing regarding the requirement to participate in the Command Urinalysis Program prior to their enlistment into NUPOC, BDCP, CEC Collegiate, or HSCP.

c. Due to the remote location of many collegiates, with prior liaison with the R-OPS, Chief Recruiter or Leading Chief Petty Officer, and to minimize time away from academic responsibilities, it is highly recommended all collegiates who do not attend school within the vicinity of the NAVCRUITDIST be placed in enlisted recruiting zones for urinalysis purposes. Thus, once a random urinalysis is announced and a collegiate's number is randomly selected, the R-OPS/OR will inform the active duty collegiate where to go and what time to be there. If a

collegiate cannot be tested during the time that the enlisted recruiting zone is tested, they will be tested at the next scheduled command required collegiate activity (i.e., monthly collegiate meeting, semi-annual Command PRT).

d. Collegiates will not receive prior notice of urinalysis testing.

e. All active duty (in a pay status) collegiates shall be tested annually at a minimum per OPNAVINST 5350.4.

080114. SERIOUS ILLNESS/DEATH OF AN ACTIVE DUTY COLLEGIATE

Active duty collegiates who suffer death or serious injury will be processed per MILPERSMAN Article 1770, which contains guidance and requirements on casualty reporting, notifications, and assistance. IRR students fall under the cognizance of their respective managers, not NAVCRUITCOM. The following additional direction is provided:

a. When an active duty collegiate is seriously injured or dies, a Personnel Casualty Report (PCR) must be released within 24 hours in accordance with MILPERSMAN Article 1770.

b. In the case of serious injury, N3M will be notified per MILPERSMAN Article 1770.

c. In the case of death, the CO will:

(1) Ensure the collegiate's service record contains only the following original documents:

(a) DD Form 4,

(b) Annexes, and

(c) Service record page 13s containing the separation entry (Reason - Death).

(2) Mark the service record folder appropriately on the outside cover, "DIED" - DEP/DET."

(3) Ensure the collegiate's service record is sent to:

Commander, Navy Personnel Command (PERS-623)
Casualty Assistance Branch
5720 Integrity Drive
Millington, TN 38055-6230
1-800-368-3202

(4) Prepare and send a letter of condolence to the next of kin per MILPERSMAN Article 1770.

(5) Contact the appropriate PM to cancel the collegiate's OCS/ODS reservation.

d. NAVCRUITDIST COs are not precluded from taking additional action that may be appropriate in light of the unique situations of collegiates (e.g., special community/campus relations, nurse candidates at hospitals, etc.). Attendance at the memorial and/or funeral services is encouraged on a not-to-interfere basis with the consent of the next of kin.

Note: Generally, IRR collegiates and IRR non-collegiates who die while in (DEP/DET) status are not eligible for death entitlements available to members who die while on active duty or while in a duty status. Circumstances surrounding death, (i.e. Navy related incident, "in the line of duty" vice "not in the line of duty", etc.), and administrative milestones, (e.g., authorized SGLI deductions, etc.), will dictate eligibility for specific entitlements. PERS-623 is final authority concerning entitlements.

SECTION 2**COLLEGIATE MANAGEMENT AND REPORTING****080201. COLLEGIATE MANAGEMENT**

a. Active duty collegiates are assigned to the NAVCRUITDIST, and as such, will be afforded the same oversight, mentoring, and counseling as any other member of the staff. Chaplain students, while not attached as active duty members to a NAVCRUITDIST, require similar oversight.

b. The officer recruiter or NAVCRUITDIST military designee will:

(1) Document, using the Collegiate Contact Report (CCR) (NAVCRUIT 1131/39), contact with each active duty Collegiate twice per month (electronically, telephonically, or face-to-face). At least one face-to-face contact will be made in any two-month period (bi-monthly). NAVCRUITDISTs are highly encouraged to equally split the NAVCRUITDIST collegiates into two pools (odd numbered months and even numbered months) for accomplishing the face-to-face requirement.

(2) Review and document academic status and report any known or anticipated academic degree deficiencies to Collegiate Management N315 (e.g., course failure, low exam performance, incomplete thesis, or anything which would result in an unacceptable GPA or noncompliance to degree requirements per the specific program service agreement and/or school degree requirements on the part of the collegiate).

Note: Unless otherwise authorized by the respective NAVCRUITCOM officer program director (N311, N312, N313, N314), students must be enrolled full time and take traditional courses.

(3) For HSCP internships, review status with the Internship Director or Specialty Leader. When the Degree Completion Plan (DCP) has been modified, obtain a revised DCP from the active duty collegiate, signed by the academic advisor, and forward it to NAVCRUITCOM (N315) with an endorsement from the NAVCRUITDIST CO/XO early enough to allow an appropriate review and approval by NAVCRUITCOM prior to registration for the upcoming semester/quarter.

c. The R-OPS will:

(1) Maintain all original Collegiate Contact Reports (CCR) (NAVCRUIT 1131/39) and copies of all Collegiate Management Reports (CMR) (NAVCRUIT 1131/40) for all active duty collegiates and chaplain students, and NUPOC Collegiate Management Reports (NAVCRUIT 1131/65) for all NUPOCs, in individual folders (standard issue two pocket paper folders). The CCRs, CMRs, Hold Harmless Agreement and Release from Liability Certificates (NAVCRUIT 1100/27) (for those IRR collegiates volunteering to participate in the PFA program), and respective collegiate folder will be retained until the collegiate has graduated OCS/ODS/Chaplain Basic School.

(2) When geographical separation makes it impractical for the active duty collegiate to meet with his/her OR, it is permissible to arrange for face-to-face contact with any military designee (Work Center Supervisor, enlisted, or officer recruiter) at the nearest NAVCRUITSTA or NRS by coordinating with the R-OPS.

080202. COLLEGIATE MANAGEMENT REPORTS (CMR) (REPORT CONTROL SYMBOLS NAVCRUIT 1131-1 and 1131-7)

a. The NAVCRUITDIST CO/XO will sign all Collegiate Management Reports (NAVCRUIT 1131/40) and NUPOC Collegiate Management Reports (NAVCRUIT 1131/65) that contain adverse information. NAVCRUITDIST COs may delegate signature authority to the R-OPS for reports that contain no adverse information.

b. The R-OPS will:

(1) Ensure that CMRs are submitted to NAVCRUITCOM (N315) (and in the case of chaplain students (N312)), with a copy to the respective NAVCRUITREG. The timeframe for CMRs submission will be as discussed below. NAVCRUITCOM (N315) has the authority to grant extensions to the requirement on a case-by-case basis should the actions of a university/college preclude the NAVCRUITDIST's compliance with the reporting requirement. All requests for extensions will be made in writing, signed by the NAVCRUITDIST CO/XO, and will be provided prior to the original deadline passing. All adverse CMRs will be sent within 10 working days of receipt via the respective NAVCRUITREG to NAVCRUITCOM (N315), and as appropriate, (N312). CMRs are not required for collegiates selected during the month submissions are due (i.e. January and June) for that cycle only.

(2) Ensure fall semester transcripts and CMRs are provided to NAVCRUITREG or NAVCRUITCOM (N315) as appropriate no later than 31 January. Spring semester transcripts and CMRs will be provided to NAVCRUITREG or NAVCRUITCOM (N315) as appropriate no later than 30 June. Transcripts accompanying CMRs are not required to be official copies.

(3) For collegiates on the quarter system, provide transcripts and CMRs to NAVCRUITREG or NAVCRUITCOM (N315), as appropriate, within 45 days of the completed quarter.

(4) For collegiates on a yearly term system, provide transcripts and CMRs to NAVCRUITREG or NAVCRUITCOM (N315), as appropriate, within 45 days of the completed term (i.e., term runs from August to May).

(5) For collegiates who have been in a CO-OP or internship program, provide a statement of satisfactory completion or letter of good standing of the program with the CMR.

(6) Upon the collegiate's graduation, submit the CMR to NAVCRUITREG or NAVCRUITCOM (N315), as appropriate, along with the collegiate's final transcript or statement of completion of internship, any licensure requirements and licensure exam score to meet eligibility for superseding per program authorization.

(7) Continue to submit CMRs to NAVCRUITREG and/or NAVCRUITCOM (N315), as appropriate, on all collegiates until they transfer to OCS/ODS/Chaplain School.

c. All CMRs forwarded to NAVCRUITCOM that contain errors will be rejected back to the respective NAVCRUITDIST, who will forward the corrected CMR to NAVCRUITCOM within 15 days of notification.

080203. ADVERSE COLLEGIATE MANAGEMENT REPORTS

a. The "Additional Comments" block of the Collegiate Management Report (NAVCRUIT 1131/40) (Report Control Symbol 1131-1) and NUPOC Collegiate Management Report (NAVCRUIT 1131/65) (Report Control Symbol 1131-7) will contain a summary of the adverse information and the actions and recommendations.

b. Adverse information includes (if applicable):

(1) Failure to comply with the service agreement.

(2) Failure to follow the approved Degree Completion Plan, including unapproved course changes, withdrawals, incompletes, major changes, university changes, courses completed at a different college or university, etc., unless previously approved by the NAVCRUITDIST CO.

(3) Failure to meet program term GPA requirement.

(4) Failure to meet internship requirements.

(5) Failure to meet PFA standards for OCS/ODS. IRR collegiates (to include chaplain students) may voluntarily participate in the PFA program.

(6) Any other personal, medical, or legal issue that may negatively impact the collegiate's ability to graduate on time per the approved Degree Completion Plan, or would have been required to be reported on the original application, including the SF-86. If an R-OPS is in doubt whether an issue warrants reporting, the R-OPS will include it.

c. All adverse Collegiate Management Reports will include (if applicable):

(1) Academic waiver request or disenrollment recommendation signed by the CO or XO for any violation.

(2) Member's signed statement and plan to overcome academic or PFA deficiencies.

(3) Copies of NAVCRUITDIST counseling letters, letters of instruction, and/or warning letters to member for academic or PFA violations.

(4) Any historic documentation that may be of value in evaluating the adverse information, such as previous counseling letters, NAVCRUITDIST or higher echelon warning letters, current letter of good standing, etc.

(5) Other documentation as appropriate for other personal, medical, financial, or legal matters that have not been previously submitted to NAVCRUITCOM (N315).

(6) An updated Degree Completion Plan (DCP) signed by the member's academic advisor. If the collegiate is full time, same major, same graduation date and same school (i.e., course changes only) then the CO can approve the change checklist (NAVCRUIT 1131/66), sign and forward with the DCP (via OTools)

to N315 Collegiate Management. If there are any changes to the collegiate's major, graduation date or school, the DCP must be forwarded via OTools to N315 Collegiate Management, who will forward to the respective PM for approval.

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SECTION 3**ACADEMICS**

080301. COLLEGIATE ACADEMIC RESPONSIBILITIES. The primary military responsibility of all collegiates is to comply with the academic requirements of their service agreement. All active duty collegiates will:

- a. Maintain the GPA required by their respective program.
- b. Submit transcripts to their respective NAVCRUITDIST within 30 days of completion of the quarter/semester.
- c. Comply with their Degree Completion Plan as approved at time of entry.
- d. Request extensions of their graduation date, changes in degree, major, Degree Completion Plan (implying any class changes other than non-specified electives), or university prior to effecting such changes.

Note: Unless otherwise authorized by the respective NAVCRUITCOM officer program director (N311, N312, N313, N314), students must be enrolled full time and take traditional courses.

080302. NAVCRUITDIST RESPONSIBILITIES

a. By maintaining close and frequent face-to-face contact with each active duty collegiate every sixty days, NAVCRUITDISTs should be able to detect individuals who are developing academic problems and take prompt corrective action.

b. Corrective action will include:

(1) Active duty collegiates counseling, both informally and formally, by the NAVCRUITDIST.

(2) Recommendations for improvement, such as tutoring, reduction in extracurricular activities, study plans, etc.

(3) Formal Letters of Instruction or Warning with specific action items and follow-up by the NAVCRUITDIST.

c. The NAVCRUITDIST CO is authorized to approve changes to the Degree Completion Plan using the Change Checklist (NAVCRUIT 1131/66), except as follows:

(1) Changes in major (including adding or removing a double major), school, or graduation date require NAVCRUITCOM (N311, N312, N313, or N314) approval as appropriate.

(2) Changes to carry less than a full academic load require NAVCRUITCOM (N311, N312, N313 or N314) approval as appropriate.

(3) For Nuclear Officer collegiates, all course work should be taken within the United States, and the Degree Completion Plan must be forwarded to NAVCRUITCOM (N313) for approval.

d. The latest Degree Completion Plan will be forwarded with each CMR.

080303. ACADEMIC DISENROLLMENT

a. Active duty collegiates who fail to respond to counseling, or whose academic performance fails to meet the requirements of their service agreement, may be:

(1) Disenrolled from their program and transferred to active duty via Recruit Training Command (RTC). Officer candidates who fail to meet the requirements of their service agreement prior to commissioning, for any reason other than physical disqualification, will normally be required to complete recruit training and serve on active duty for the length of time as specified on the service agreement. Collegiates who are disenrolled will normally be reduced in paygrade to E3 prior to entry into recruit training.

(2) Released from active duty to complete their academic studies if within 12 months of graduation. A BDCP or HSCP collegiate may be placed on inactive duty for failure to maintain the academic standards required in the service agreement, or if the time required to complete studies exceeds that authorized for the program. During this period, all pay and benefits will be stopped. This option allows the collegiate to complete a degree at their own expense prior to entry into recruit training to complete their 24 months of active duty.

(3) Discharged. The type of discharge and reenlistment code will be determined by NAVCRUITCOM N315 as required by designator.

b. The individual program service agreements contain the specific disenrollment obligations and requirements.

c. Disenrollment of chaplain students, as IRR collegiates, shall be managed by the Chaplain Collegiate Program Officer (CCPO), Chief of Chaplains Office.

080304. PROGRAM ACADEMIC REQUIREMENTS

a. Academic requirements must be maintained in accordance with the respective Program Authorization (PA).

b. Unless otherwise authorized by the respective NAVCRUITCOM officer program director, students must be enrolled full time and take traditional courses.

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SECTION 4**MEDICAL/PHYSICAL**

080401. MEDICAL/PHYSICAL RESPONSIBILITIES/REQUIREMENTS. Active duty collegiates are entitled to full medical and dental benefits. IRR collegiates and IRR non-collegiates, when not in an active duty status (i.e., under orders), are not entitled to any medical or dental benefits.

a. The R-OPS will:

(1) Ensure the collegiate is fully briefed concerning his/her entitlements at the time of enlistment.

(2) If any problems are indicated by an active duty collegiate on their semi-annual Physical Activity Risk Factor Questionnaire (PARFQ), forward required documentation (per OPNAV 6110.1) to NAVCRUITCOM (N315) via OTools. Additionally, forward all MEDDOCS through MEDWAIVE to N3M.

(3) Due to the unique geographical location of many collegiates, develop procedures for handling medical issues locally and provide the TRICARE points of contact and package to each collegiate.

(4) If a collegiate will attend the ODS/Chaplain Basic Course, ensure that prior to commissioning, his/her physical is not over 24 months old as required by MANMED.

080402. CHANGE IN PHYSICAL STATUS

a. If a collegiate or IRR officer candidate (non-collegiate) becomes not physically qualified (NPQ), the member will be processed for medical disposition as follows:

(1) If the specific disqualifying condition has not been previously addressed through a medical consult, the NAVCRUITDIST will coordinate with the officer candidate to have an evaluation conducted by either a military or civilian physician. The objective of the evaluation will be to assess whether the condition would prohibit the officer candidate from obtaining a commission. The NAVCRUITDIST will send all appropriate documents to NAVCRUITCOM (N315) for review.

(2) If the NAVCRUITCOM (N3M) waiver is disapproved, or if no medical evidence is found to overturn the disqualifying decision, NAVCRUITCOM will contact the NAVCRUITDIST to begin the

medical board process for active duty collegiates, or provide a Letter of Disenrollment for IRR collegiates and IRR officer candidates (non-collegiates).

(3) The NAVCRUITDIST will:

(a) Initiate the medical board process in order to evaluate the collegiate's "fitness for duty".

(b) The NAVCRUITDIST will forward a copy of the results of the medical evaluation board (the first step in the Physical Evaluation Board (PEB) process) to NAVCRUITCOM (N315) and to the respective NAVCRUITREG.

(c) If the member is found "fit for duty" by the medical evaluation board and PEB, the medical evaluation consult will be sent to NAVCRUITCOM (N315). Collegiate Management will forward the physical package to NAVCRUITCOM (N3M) for accession medical waiver consideration.

(d) If the member is found "not fit for duty" by the medical evaluation board:

1. The NAVCRUITDIST will forward a copy of the consult and findings to NAVCRUITCOM (N315) and to the respective NAVCRUITREG.

2. The medical evaluation board will forward the medical examination board package to the Naval Council of Personnel Boards to determine ultimate disposition.

3. The PEB will require the NAVCRUITDIST to provide information on the impact of "on the job duties", the injury, and the member's EAOS status from the respective service agreement. Once the NAVCRUITDIST forwards the information to the PEB, the review process generally takes four to eight weeks.

(e) If the member is found "not fit for duty" by the PEB, the PEB will forward the package to the NAVCRUITDIST for member's review and signature. The member will have 15 days to accept findings.

1. If the member accepts the findings, the member's signature must be attached to OTools, along with the DD 214 when available. Pay will be stopped by Collegiate Management.

2. If the member does not accept the findings, the package will be processed per PEB guidelines.

(f) Upon completion, the PEB package is forwarded to NAVPERSCOM (PERS-823) and NAVCRUITCOM (N315), with a copy sent to the respective NAVCRUITREG, to be processed for discharge.

b. Recruiting Operations Officer (R-OPS) will implement a tracking system to ensure the NAVCRUITDIST expeditiously completes the medical due process for each collegiate identified as potentially "Not Physically Qualified". Timely resolution of collegiate medical problems is essential and should not normally exceed four months. If greater than four months is expected, the NAVCRUITDIST will submit a letter (via the NAVCRUITREG) to the appropriate NAVCRUITCOM Code (N311/N313/N314) outlining the difficulties encountered and estimated timeline for final adjudication.

c. NAVCRUITREGs will provide a list of all medical/physical PEB issues monthly to NAVCRUITCOM (N315) no later than the 20th of each month.

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SECTION 5**PHYSICAL FITNESS****080501. PHYSICAL FITNESS**

a. Navy active duty collegiates are required to comply with the Navy's Physical Fitness Assessment Program per OPNAVINST 6110.1, to include participation in the semi-annual Physical Fitness Assessment (PFA).

b. IRR collegiates and IRR officer candidates (non-collegiates) are not required to participate in the Physical Fitness Assessment (PFA) Program or any physical training conducted by recruiting personnel. However, should an IRR collegiate or IRR officer candidate (non-collegiate) wish to voluntarily participate, he/she will complete a Hold Harmless Agreement and Release from Liability Certificate (NAVCRUIT 1100/27) prior to his/her Initial Fitness Assessment (IFA). The OR/OACR will retain these forms in the candidate's folder.

c. Collegiates on active duty will:

(1) Complete a Physical Activity Risk Factor Questionnaire (PARFQ) and Physical Health Assessment SF 600 per OPNAVINST 6110.1. The DD Form 2766 will be filled out yearly with the collegiate's TRICARE provider or military physician. Both these forms are printed out from the Physical Readiness Information Management System (PRIMS).

(2) Before every PFA cycle, fill out the PARFQ prior to participating.

(3) Complete a DD Form 2766 annually during the member's birth month.

d. Active duty collegiates who do not meet standards set forth in OPNAVINST 6110.1, or who do not meet the physical readiness requirements to report to OCS or ODS as indicated below, will be formally counseled by the NAVCRUITDIST and placed on a remedial fitness program per OPNAVINST 6110.1.

e. The Command Fitness Leader (CFL) will enter the active duty collegiate into the PRIMs system as a member of the command.

f. Officer candidates are required to pass, at a minimum, the third class swim test at OCS and ODS. All officer

candidates are expected to be able to swim prior to reporting to OCS/ODS. Collegiates and IRR officer candidates (non-collegiates) selected for OCS/ODS programs are encouraged to practice swimming prior to shipping to OCS/ODS.

080502. OCS/ODS PHYSICAL READINESS

a. Active duty collegiates scheduled for OCS/ODS are required to complete the PFA twice a year IAW OPNAVINST 6110.1. Results should be forwarded to NRC within 10 business days upon completion. Collegiates who do not pass the PFA will receive a warning letter from NAVCRUITCOM and will not be ordered to OCS without approval from NAVCRUITCOM (N31). Also, active duty collegiates are required to complete and pass the PFA no earlier than 30 days and no later than 14 days prior to shipping to OCS/ODS regardless of when last PFA was administered.

b. IRR officer candidates (collegiates and non-collegiates) are required to conduct the height/weight/BCA portion of the PFA no earlier than 30 days and no later than 14 days prior to shipping to OCS/ODS. They are not required to participate in the PFA Program or any physical training conducted by recruiting personnel; however, should an IRR officer candidate (collegiate or non-collegiate) wish to voluntarily participate, he/she must complete a Hold Harmless Agreement and Release from Liability Certificate (NAVCRUIT 1100/27) prior to the PFA.

c. Scores must be uploaded into Web OTools and PRIMS within this time frame. Collegiates who do not pass the PFA IAW OPNAVINST 6110.1 will receive a warning letter from NAVCRUITCOM and will not be ordered to OCS without approval from NAVCRUITCOM (N31).

d. The OACR/OR will ensure the results of the PFA are recorded in the Physical Readiness Information Management System (PRIMS).

080503. PHYSICAL TRAINING GUIDELINES. All physical training conducted by recruiting personnel must be in accordance with the Recruiter Guide for Physical Training, located on the NRC Quarterdeck at: <https://rq.cnrc.navy.mil/>.

Note: Under no circumstances will any Navy representative lead or conduct any physical activity with anyone seeking affiliation with any component of the U.S. Navy prior to completion of the following actions: 1) prospect completes a medical examination; 2) prospect executes a Hold Harmless Agreement and Release from Liability certificate; and 3) Navy personnel leading physical

training have completed the NKO Command Fitness Leader course (CPD-CFL-010)), NKO Supervisor - Managing Your Teams Risk (CPPD-ORM-MYTR-1.0), CPR certification (American Red Cross or American Heart Association), and NRC (N7/NORU) approved training on the "Fitness and Nutrition Guide" and "Recruiter Guide for Physical Training".

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SECTION 6**ADVANCEMENT****080601. NUPOC ADVANCEMENT**

a. NUPOC/NR/NPI collegiates may be meritoriously advanced one rate/paygrade upon referring a lead that results in an accession to the NUPOC, Nuclear Power School Instructor (NPI), or Naval Reactors Engineer (NRE) programs up to the rate/paygrade of OCC/E7.

b. To initiate this advancement, the Meritorious Advancement for Referral Letter (Exhibit 080601) will be sent via OTools "next action" to Collegiate Management at NAVCRUITCOM (N315). The effective date of this advancement will be the date of enlistment for the referred member. "By direction" signatures are not authorized on this letter.

080602. BDCP ADVANCEMENT. BDCP collegiates may be advanced up to two paygrades while in the BDCP Collegiate Program, to a maximum of E5.

a. BDCP collegiates may be meritoriously advanced one rate/paygrade upon referring a lead that results in an accession into any officer program. To initiate this advancement, the Meritorious Advancement for Referral Letter (Exhibit 080601) will be sent via OTools "next action" to Collegiate Management at NAVCRUITCOM (N315). The effective date of this advancement will be the date of enlistment for collegiate referrals or the date of commission for direct referrals. "By direction" signatures are not authorized on this letter.

b. BDCP collegiates making the Dean's List for two consecutive semesters, or three consecutive quarters, after enlisting in the collegiate program may be advanced one paygrade. They may only be advanced once for academic achievement. To initiate this advancement, transcripts, the Meritorious Advancement for Academics Letter (Exhibit 080602) and a letter from the college indicating Dean's List achievement (if not noted on transcripts) will be sent via OTools "next action" to Collegiate Management at NAVCRUITCOM (N315). The effective date of this advancement will be the first day of the month following completion of the quarter/semester. "By direction" signatures are not authorized on this letter.

c. Upon graduation, BDCP collegiates will be advanced to E5. To initiate this advancement, the Advancement for Graduation (Exhibit 080602) and transcripts showing graduation will be sent via OTools "next action" to Collegiate Management at NAVCRUITCOM (N315). The effective date of this advancement will be the date of graduation.

080603. CEC ADVANCEMENT. CEC collegiates may be advanced via three different methods while in the CEC Collegiate Program, to a maximum paygrade of E5.

a. CEC collegiates may be meritoriously advanced one rate/paygrade upon referring a lead that results in an accession into any collegiate program. To initiate this advancement, the Meritorious Advancement for Referral Letter will be sent via OTools "next action" to Collegiate Management at NAVCRUITCOM (N315). The effective date of this advancement will be the date of enlistment for the referred member. "By direction" signatures are not authorized on this letter.

b. CEC collegiates may be advanced one paygrade one year after enlistment, providing they meet the academic requirements of their service agreement. To initiate this advancement, the One-Year CEC Advancement Form (NAVCRUIT 1131/210) and transcripts will be sent via OTools "next action" to Collegiate Management at NAVCRUITCOM (N315). The effective date of this advancement will be on the one-year anniversary date of enlistment.

c. Upon graduation, CEC collegiates will be advanced to E5. To initiate this advancement, the Advancement for Graduation Form (NAVCRUIT 1131/209) and transcripts showing graduation will be sent via OTools "next action" to Collegiate Management at NAVCRUITCOM (N315). The effective date of this advancement will be the date of graduation.

080604. HSCP ADVANCEMENT. HSCP collegiates may be advanced up to one paygrade while in the HSCP Collegiate program, to a maximum of E7, as discussed in subparagraph (a) below. The active duty enlisted applicant's paygrade will be determined by NAVCRUITCOM (N314).

a. HSCP collegiates may be meritoriously advanced one paygrade upon referring a lead that results in an accession into any medical commissioning program. They may only be advanced one paygrade for accession referral regardless of the number of accessed referrals obtained. To initiate this advancement, the Meritorious Advancement for Referral Letter

(Exhibit 080601) will be sent via OTools "next action" to Collegiate Management at NAVCRUITCOM (N315). The effective date of this advancement will be the date of enlistment for collegiate referrals or the date of commission for direct referrals. "By direction" signatures are not authorized on this letter.

EXHIBIT 080601. MERITORIOUS ADVANCEMENT FOR REFERRAL LETTER

1400
Ser 30/
(Date)

From: Commanding Officer, Navy Recruiting District _____
To: Commander, Navy Recruiting Command

Subj: COLLEGIATE MERITORIOUS ADVANCEMENT FOR REFERRAL(S)

Ref: (a) NAVCRUITCOMINST 1131.2 (CRUITMAN-OFF)

1. OC __ (first middle last name of collegiate/last four SSN/designator) _____, a (program) _____ accession from (NAVCRUITDIST) _____, is eligible for advancement to pay grade OC/E-____ for the referral of OC ____ (first middle last name of referral/last four SSN/designator) _____, who enlisted on (date of referral enlistment) _____ in the __ (name of program) _____ program.

2. I have personally reviewed this case and certify that OC ____ (name of collegiate) _____ meets the requirements of reference (a) for advancement.

3. My POC is __ (name and rank of OR) _____ who can be reached at (OR phone number) _____.

Commanding Officer

Copy to:
COMNAVCRUITREG _____

**EXHIBIT 080602. MERITORIOUS ADVANCEMENT FOR ACADEMIC
EXCELLENCE LETTER**

1400
Code
Date

From: Commanding Officer, Navy Recruiting District _____
To: Commander, Navy Recruiting Command

Subj: COLLEGIATE MERITORIOUS ADVANCEMENT FOR ACADEMIC
EXCELLENCE

Ref: (a) NAVCRUITCOMINST 1131.2 (OFFICER CRUITMAN)

1. Per reference (a), (first middle last name of
collegiate/last four SSN/designator), a (name of program)
accession from NAVCRUITDIST_____, is eligible for
advancement to OC/E_. The basis for this advancement is
placement on the Dean's List for two consecutive semesters -
_____ Semester 20____ and _____Semester 20_____.

2. My Point of contact is (rank/name of R-OPS), who can be
reached at (telephone number).

Commanding Officer

Copy to:
COMNAVCRUITREG

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SECTION 7**COLLEGIATE LEAVE AND LIBERTY**

(THIS SECTION APPLIES TO ACTIVE DUTY PAID COLLEGIATES ONLY)

080701. LEAVE AND LIBERTY

a. MILPERSMAN Article 1050 provides the Navy's policy and procedures on leave and liberty. This section does not apply to chaplain students (1945) or IRR students.

b. The NAVCRUITDIST OPL/OP will provide to each collegiate upon enlistment a Collegiate Status/Air Transportation/BAH and BAS Eligibility Letter. This letter will be presented to the appropriate authority by the collegiates along with their military identification card, as necessary, to explain their status with respect to military authority. BAH/BAS rates are determined by the servicing PSD per current instructions.

c. When collegiates are not attending college (e.g., on an authorized break such as Christmas), they may travel anywhere in the United States in a liberty status. Prior to departing school, they will inform their recruiter of their itinerary. If leaving the geographical area of their NAVCRUITDIST, the OACR or assigned recruiter will provide the collegiate with the address and phone number of the nearest NAVCRUITDIST to the collegiate's destination.

d. Navy active duty collegiates are eligible for U.S. Air Force, Air Mobility Command (AMC) flights when traveling in a leave status and must have an approved Leave Request/Authorization Form (NAVCOMPT 3065). Prior to being granted leave solely for travel purposes, the collegiate must understand DoD 4515.13/OPNAVINST 4630.25, Air Transportation Eligibility.

e. If active duty collegiates desire to travel outside the United States, it will be necessary to take leave to protect their rights in the event of an accident or involvement with civil or military authorities.

(1) In accordance with SECNAVINST 5510.30, it is in the best interest of the command and the traveler to ensure travelers are fully prepared for any particular security or safety concerns that the foreign travel may introduce. Therefore, prior to granting leave outside the United States, the NAVCRUITDIST CO will ensure that all recommendations of the

U.S. State Department have been followed and all Navy Knowledge on Line (NKO) anti-terrorism classes have been completed. A list of current travel warnings can be found at:
http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html.

(2) In addition, collegiates are required to review the consular information sheet, paying particular attention to safety and security available at:
http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html.

(3) All active duty collegiates must inform NAVCRUITCOM (N311/N313/N314) prior to commencing foreign travel to ensure there will be no security issues or restrictions. For leave, the NAVCRUITDIST must inform NAVCRUITCOM (N313) prior to granting the leave request. For authorized travel as part of an academic program, see subparagraph (f) below.

f. Collegiates participating in foreign exchange or other academic programs

(1) Collegiates who are authorized to enter into "exchange" programs with foreign universities will check in with the United States Embassy or local consulate upon arrival and departure. Since collegiates enrolled in foreign universities are not attached to a military organization in the host country, the embassy is their point of contact in case of emergencies.

(2) If the exchange program is not on the approved DCP, the NAVCRUITDIST will submit a new DCP to N315, Collegiate Management, for approval.

(3) Collegiates will submit to the NAVCRUITDIST a list of countries to be visited, embassy addresses and phone numbers prior to beginning the exchange program. Upon NAVCRUITDIST's approval of the travel, NAVCRUITDIST will issue the collegiate a Travel Abroad Letter, attaching a copy in OTools and "next action" Collegiate Management (N315) at NAVCRUITCOM. The collegiate will carry this letter with them while abroad.

(4) In addition, collegiates participating in foreign exchange programs will also review the applicable warnings and consular information sheets, paying particular attention to safety and security available at:
http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html and
http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html.